

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

W/CORR

OPNAVINST 1000.23B
Pers-331
30 August 1993

OPNAV INSTRUCTION 1000.23B

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: PAY/PERSONNEL ADMINISTRATIVE SUPPORT SYSTEM (PASS) MANAGEMENT MANUAL (PASSMAN)

1. Purpose. To issue policies, procedures, and guidance for the administration of military pay, personnel, and Navy-sponsored passenger transportation functions for Navy activities supported by the Pay/Personnel Administrative Support System (PASS).

2. Cancellation. OPNAVINST 1000.23A.

3. Scope of Revision. This manual has been revised in its entirety and should be completely reviewed.

4. Action. The administration of military pay, personnel and passenger transportation functions within the scope of PASS shall be in accordance with the guidelines set forth in this instruction. The Deputy Chief of Naval Operations for Manpower and Personnel (DCNO (MP)) (N1) and/or the Comptroller of the Navy (NAVCOMPT) (NCD) are the final authorities on points of difference or conflict with current directives (e.g., MILPERSMAN, TRANSMANS, PAYPERSMAN, SDSPROMAN, etc.). The Bureau of Naval Personnel (BUPERS) and Defense Finance and Accounting Service (DFAS) have responsibility for administration and maintenance of these manuals. Requests for any significant deviation from procedures established herein shall be forwarded to the PASS Program Manager (Pers-331) via the major claimant for resolution prior to implementation.

5. Administration and Maintenance. The PASS Program Manager (Pers-331) is assigned responsibility for the administration and maintenance of this manual. Recommendations are

invited for the improvement of content, format, or any other aspect of the manual. Comments and/or changes, including any recommended changes to existing publications, should be addressed to PASS Program Manager (Pers-331).

6. Forms. The forms referenced in this manual are listed in appendix D.

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(Manpower & Personnel)

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